 NORFOLK Department of Police		Operational General Order OPR-230: Prisoner Booking	
		Office of Preparation: Office of Support Services (adr)	
		CALEA:	1.2.5, 1.2.5.a/b/c, 70.5.1, 70.5.1b, 70.1.6; 70.1.6.a, 70.1.6.b, 70.1.6.c, 70.1.6.c/d, 70.1.6.d, 70.1.6.e, 70.1.8, 70.3.1, 74.1.3g, 74.3.2
LEGAL REVIEW DATE:	6/8/2017	PRESCRIBED DATE:	6/16/17
City Attorney:	<i>VB</i>	City Manager/Director of Public Safety:	<i>Douglas J. Smith</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>Spone</i>	

Purpose

The purpose of this order is to outline the procedures for prisoner booking.

Policy

The Norfolk Police Department prisoner booking procedures are designed to assist the department in accomplishing its responsibilities and duties when arresting individuals.

Supersedes:

1. G.O. OPR-230, dated May, 14, 2009
2. Memo 14-012, 14-012A, 14-012B: IFR Arrest Module Procedures
3. Memo 14-103: Weapons Restrictions—Booking
4. Memo 14-128: Prisoner Booking Form
5. Memo 14-159: Central Booking Process Update
6. Any previously issued directive conflicting with this order

Order Contents:

- I. General Information
- II. Prisoner Condition
- III. Delivery of Prisoners
- IV. Prisoner Movement and Transfer of Custody
- V. Electronic Reporting System (ERS)
- VI. Arrest Booking Information
- VII. Evidence and Property
- VIII. Execution of Warrants

I. General Information

- A. The term "booking area" is used in this order to refer to the prisoner booking and processing area at the Norfolk City Jail. The term NSO is used in this order to refer to Norfolk Sheriff's Office staff members.
- B. Security within the booking area and other areas under the control and direction of the NSO is of prime importance. Therefore, strict adherence by Norfolk Police Department personnel to security procedures established by the NSO is a necessity. The movement and activity of police department personnel in the booking area will be under NSO supervision, and all police personnel must conform to the procedures outlined in this order.
- C. Except for the purpose of establishing an unidentified prisoner's true identity, officers will not use the booking area as an office from which to conduct investigations. Police facilities are to be used for investigative functions. Officers will not use NSO or magistrate's telephones except the phone positioned in the booking hallway used to communicate with magistrates.
- D. The DUI testing room in the booking area is for that purpose only. Officers needing to use this room must make arrangements with NSO staff.
- E. The NSO is responsible for the security of the Public Safety Building. This responsibility includes monitoring and initially responding to alarms received in the booking area or other designated areas.
- F. The Assistant Chief of Field Operations will serve as the Police Department's designated liaison with the NSO. Problems or concerns associated with booking will be forwarded to the Field Operations Bureau.

II. Prisoner Condition (CALEA 70.3.1)

- A. Physically or mentally ill/injured prisoners, prisoners who are unconscious, semiconscious, or incoherent, or those otherwise needing medical attention, are not to be taken to the booking area initially. Such persons will be transported to a medical facility, and/or an evaluation location for treatment or mental evaluation prior to delivery of custody to the NSO. Mental evaluations will not, however, be required prior to the delivery of persons arrested as escapees from state mental facilities.
- B. An officer seeking medical attention for a prisoner who will not be admitted as a patient will attempt to secure the signature of the examining physician, and/or in the case of a mentally ill subject, the signature of the mental evaluator, on two copies of PD Form 656 Prisoner/Patient Record (Attachment A). The physician's signature, in the case of physical illness or injury, will indicate that the prisoner was examined and should not be admitted to the hospital, or that the prisoner refused medical treatment. Officers will not force prisoners to receive medical treatment. The original PD 656 will be included in the Electronic Reporting

System (ERS) report only when the prisoner is injured. In either case the officer will sign the bottom of the PD 656 upon release of the subject by medical staff.

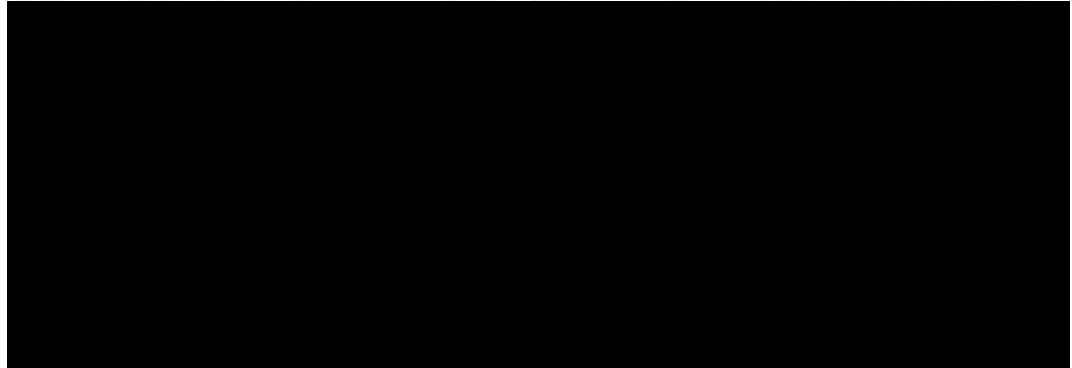
If the examining physician determines the prisoner is in need of admittance to a medical facility, the officer shall notify their immediate supervisor and will follow the procedure of G.O. OPR-210 Transporting Prisoners, Section VII with regards to prisoner security and transportation.

- C. In the case of mental illness, the signature of the mental evaluator will indicate that no emergency psychiatric services/hospitalization for mental illness is required. The PD Form 656 will be presented to NSO staff when delivering the prisoner to the booking area. **(CALEA 70.1.6.c/d)**
- D. Should a prisoner, prior to being transferred to NSO, become reinjured or request medical treatment after having earlier refused such treatment, that prisoner will be transported by police personnel for medical attention.
- E. Once prisoners have been delivered to, and accepted by, a NSO booking supervisor, the NSO will have full responsibility for the prisoner's security and physical condition.

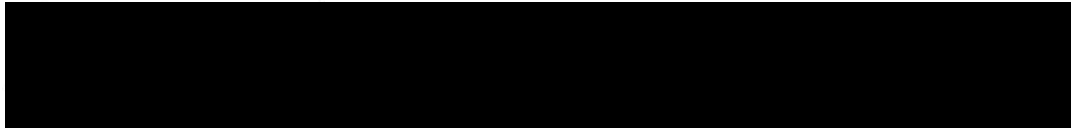
III. Delivery of Prisoners

- A. 
- B. 
- C. 
- D. 

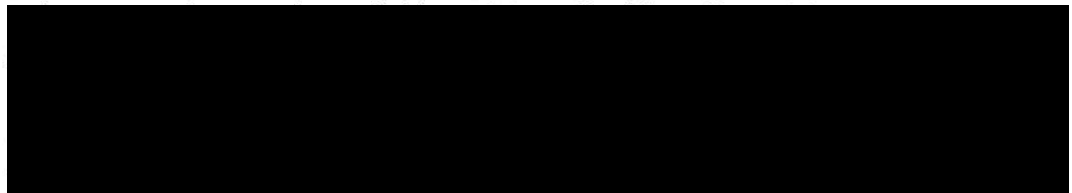
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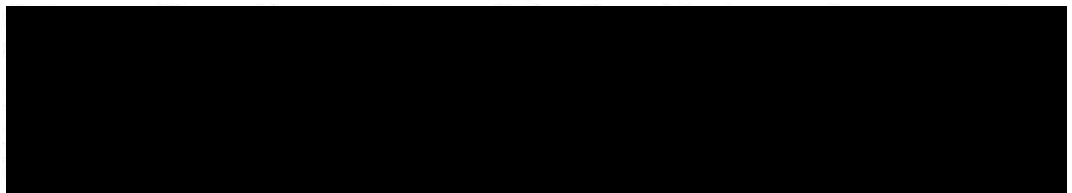
F.



G.



H.



I.



IV. Movement of Prisoner and Transfer of Custody

- A. At all times while in the booking area, officers will comply with the proper and lawful directions of the NSO regarding the handling and movement of prisoners.
- B. Prisoners will not be moved within the booking area without NSO permission.
- C. Upon NSO request, officers will assist as necessary to control and ensure the safe placement of prisoners in the holding area.
- D. Custody of prisoners will be considered officially transferred from the police department to the NSO when NSO staff supervisor acknowledges receipt of the prisoner by accepting and signing the Commitment Order and/or the Personal Recognizance paperwork provided by the magistrate. **(CALEA 70.1.6.e)**
- E. Officers are to positively identify the prisoner/detainee before transporting to and from any detention facility or law enforcement facility. Officers shall verify the prisoner/detainee's identification by ensuring booking records and inmate identification numbers to include booking photographs are verified and match the prisoner/detainee being transported. Prior to transporting officers shall inquire

with the NSO personnel regarding the classification of the prisoner/detainee to include security risks (escape risk), suicidal tendencies, unusual illnesses.
(CALEA 70.5.1)

- F. Transporting officers will ensure that all necessary booking information and paperwork is transported with prisoners. Information/paperwork to be turned over to the NSO will include: **(CALEA 70.1.6.c, 70.5.1b)**
 - 1. Required booking information sheet.
 - 2. Outstanding warrant, capias, attachment, or mittimus for which the subject is detained, if any.
 - 3. Prisoner property as outlined in Section VII.
- G. If, after presentation to the magistrate, it is determined that a summons is to be issued in lieu of a warrant, the officer and the prisoner will be directed by NSO staff to an appropriate location.
- H. If a breathalyzer/breath alcohol examination is to be conducted, the officer and the prisoner will be directed to the appropriate location. The breathalyzer unit, located within the booking area will not be made available to officers for the sole purpose of running simulation tests.

V. Electronic Reporting System

At no time, while delivering prisoners or while assisting the NSO in the control and placement of prisoners, will police department personnel be relieved of their responsibility to complete use of force or injury to prisoner reports according to G.O. OPR-145: Electronic Reporting System (ERS).

VI. Arrest Booking Information **(CALEA 1.2.5.a/b/c)**

- A. NSO staff is responsible for the booking and processing of prisoners delivered to NSO custody to include the photographing and fingerprinting of prisoners. NSO is not an agent of the police department, and is not under the supervision or control of the police department.
- B. Police department personnel are required to complete the appropriate arrest module through the department's records management system prior to prisoner booking.
 - 1. This entry will include the proper name record of the suspect, the date, time, and location of arrest, and all related charges.
 - 2. If the magistrate issues additional, or different, charges than requested, the officer will update the arrest module entry while at central booking. NSO has provided a computer for this purpose only.
 - 3. Magistrate summonses will be entered in to the arrest module by the arresting officer. Executed magistrate summonses will then be brought to

Central Records during normal business hours, or the Warrant Unit after hours for further processing.

4. Incomplete records submission may result in the officer being recalled to central booking to correct the entry.
- C. All police department personnel effecting a physical arrest in which the prisoner is transported to booking will utilize the CF130: NSO Booking Department Intake form (Attachment B), as provided by the NSO, and will complete the Arrest Section to include the prisoner's ID#/TRN# as provided by the records management system arrest module. **(CALEA 1.2.5)**
- D. Prisoners who refuse to identify themselves will be booked as John or Jane Does. Police department personnel will assist NSO in identifying these individuals.

VII. Evidence and Property

- A. All currency belonging to a prisoner will be counted and verified in the presence of the prisoner, and a second officer as a witness. The currency will be placed in an envelope with the prisoner's other property, and shall be turned over to the NSO deputy that processes, and searches the prisoner.
- B. The prisoner may request to have his or her property turned over to a third party who is present and able to take immediate possession of the property at the time of arrest. When there is no legal or investigative reason to deny this request the property shall be released to the third party who will sign a completed PD 933 (Attachment C). The completed PD 933 shall be forwarded as described in G.O. ADM-410 (Property and Evidence) Section II.B.2.a.
- C. All personal property taken from prisoners, except firearms or other weapons, will be delivered to NSO staff at the booking area in conjunction with the delivery of prisoners. NSO will not accept prisoner personal property after prisoners have been transferred from the booking area. NSO staff may limit the type and amount of personal property accepted at central booking.
- D. All items, other than personal property delivered to NSO staff, will be handled as prescribed by G.O. ADM-410: Property and Evidence regardless of whether or not custody of the prisoner has been transferred to the NSO. These items will include:
 1. Property not belonging to the prisoner.
 2. Evidence.
 3. Contraband.
 4. Firearms.
 5. Property which the sheriff cannot accept such as items too large or bulky for the booking office to store.

VIII. Execution of Warrants

- A. Central Records/Warrant Section is to maintain control and distribution of outstanding criminal warrants, protective orders, and other related process. In an effort to achieve this goal, Central Records/Warrant Section will employ 24 hours, seven days a week staffing. **(CALEA 74.1.3g)**
- B. No arrest warrant or other detention document will be executed, or copy thereof given to the detainee, prior to arrival at booking.
- C. Arresting/investigating officers will confirm the existence and location of outstanding warrants before prisoners are transported to the booking area. Outstanding warrants, or copies thereof, should be in hand whenever possible before prisoners are brought to the booking area.
- D. Warrants will be executed by arresting officers prior to prisoner turn over to NSO staff. **(CALEA 74.3.2)**
- E. Whenever a suspect is arrested on a Fugitive Indictment Capias from Norfolk Circuit Court, or any outstanding felony warrant, the arresting officer will contact the appropriate Detective Division Section and notify them of the suspect's information, and will wait for direction as to where the fugitive is to be transported to.

Definitions:

- 1. NSO – Norfolk Sheriff's Office.
- 2. ID#/TRN# - Number on the ILEADS name screen which is assigned to the entry when an individual is entered into the ILEADS system.

Related Documents:

- 1. G.O. ADM-410: Property and Evidence
- 2. OPR 145: Electronic Reporting System
- 3. G.O. OPR-210: Transporting Prisoners

Attachments:

- A. PD 656 Prisoner-Patient Record
- B. CF130 NSO Booking Department Intake form
- C. PD 933 NPD Property and Evidence Tracking

PD 656

NORFOLK POLICE DEPARTMENT
PRISONER—PATIENT RECORD



Norfolk, VA

Month / Day

Year

Prisoner's Name

Race

Sex

DOB

I HAVE EXAMINED the above prisoner of the Norfolk Police Department and find him/her in such condition that he/she should NOT be admitted to the Hospital as a patient. The examination conducted concentrated on the following:

INJURY (Check as needed):

DESCRIPTION:

Head ☐ Face ☐ Neck ☐ Shoulder ☐ Left ☐ Right ☐

Back ☐ Chest ☐ Stomach ☐ Groin ☐ Left ☐ Right ☐

Arm ☐ Hand ☐ Finger ☐ Left ☐ Right ☐

Hip ☐ Leg ☐ Knee ☐ Ankle ☐ Left ☐ Right ☐

Foot ☐ Other ☐ Describe: Left ☐ Right ☐

ILLNESS (Check as needed):

DESCRIPTION:

Physical ☐

Mental ☐

Contagious ☐

Non-contagious ☐

Follow-up Treatment / Comments:

Physician's
Name:

(Please print)

Physician's Signature:

Hospital:

I HAVE NOT EXAMINED the above prisoner because he/she **has refused** all medical treatment:

Physician's
Name:

(Please print)

Physician's Signature:

Hospital:

Officer 1:

Officers' Signatures:

Officer 2:

Officers will sign the PD 656 upon release of the prisoner by the medical staff of the treating facility.

NSO BOOKING DEPARTMENT INTAKE

SD NUMBER:		BOOKING NUMBER:			
NAME ID/ TRN #		LAST NAME:		FIRST NAME:	
RACE:		SEX:			
ICE ALERT: Y / N	OFFENSE CODE:	NUMBER OF MISDEAMENORS:	NUMBER OF FELONIES:	COURT:	
HOLDS:	BOND TYPE:	BOND AMOUNT:	BONDING COMPANY:		
TIME SEARCHED:	TIME COMMITTAL SIGNED:	BOOK START TIME:	BOOK END TIME:	TIME BAILED:	TIME TO JAIL:
BOOKING DEPUTY:	J#	FINGER PRINT DEPUTY:	J#	SEARCH DEPUTY:	J#
MILITARY: Y / N	BRANCH:	SEX OFFENDER REGISTRATION Y / N	DNA Y / N	JAIL INMATE: Y / N	WEEKENDER Y / N
INFORMER CHECK: Y / N	HOLDING CELL:	SSN:	DATE OF BIRTH:	HOUSING SECTION:	CORIS ID:

ARREST	ARREST DATE:	ARREST TIME:	ARREST LOCATION:	
	ARRESTING OFFICER:	J#/BMP#		
	AGENCY NAME:		PRISONER'S ID #/ TRN #	

PRISONER QUESTIONS

MEDICAL	1. Do you need MEDICAL ATTENTION ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	2. Have you recently been in a MOTOR VEHICLE ACCIDENT / CAR CRASH ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	3. Have you recently been the victim of a VIOLENT ASSAULT ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	4. Have you recently suffered any MAJOR FALLS ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	5. Have you had any other SERIOUS INJURIES within the past 5 days?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	6. Have you been in the HOSPITAL within the past 5 days?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	7. Any problems that you believe are LIFE THREATENING ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	8. Have you recently been Diagnosed or Treated for any DISEASES ? (such as Radiation treatment)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	9. Have you TAKEN ANY DRUGS within the last 24 hours? (Not including regular dosing of properly prescribed medications?)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	10. Are you presently having thoughts of SUICIDE ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	11. Are you having or have you had any CHEST PAINS ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	12. Are you currently PREGNANT ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Note any medical condition the prisoner states:			

PRISONER SIGNATURE: _____

DEPUTY QUESTIONS

DEPUTY	13. Has the prisoner been placed in a POSITIONAL ASPHYXIA POSITION ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	14. Does the prisoner APPEAR INTOXICATED ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	15. Does the prisoner have any known ENEMIES ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	16. Was the prisoner able to go through the BODY SCANNER ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	If No explain why:		

DEPUTY SIGNATURE _____

DATE: _____

TIME: _____

IF "YES" WAS ANSWERED TO ANY OF THE QUESTIONS ABOVE, CONTACT MEDICAL ASSISTANT

NORFOLK DEPARTMENT OF POLICE
PROPERTY AND EVIDENCE TRACKING



Section 1

Used By All Commands

REQUEST FOR TEMPORARY RELEASE OF EVIDENCE

INSTRUCTIONS: The officer responsible for the vouchered property/evidence will complete this section. A separate form must be used for each Property Clerk Number and be received by the Property and Evidence Unit at least two business days prior to pick up date. This form must be sent four business days in advance if sent via Interdepartmental Mail. Business days do not include Saturday, Sunday, or Holidays. This form may be sent by Fax to 664-4149. Call 664-4148 if unusual circumstances exist.

Command: _____ Section: _____ Request Date: _____
 Requesting Officer: _____ Employee ID: _____ Signature: _____
 Reason for Request (court, lab, release to owner, etc.): _____
 Date Evidence will be picked up: _____
 Name of Person to Receive Item(s): _____
 Property Clerks Voucher #: _____ Command Voucher #: _____
 Voucher Item(s) #: _____

Section 2

Used By All Commands

RECEIPT FOR PERMANENT RELEASE OF PROPERTY / EVIDENCE

The claimant has received from the Norfolk Police Department the following listed property from Property Clerk
 Voucher # _____

Voucher Item NumberDescription/Serial Number

Claimant: _____	Employee: _____
Address: _____	Employee ID: _____
Signature: _____	Signature: _____ Date: _____

Section 3

Property & Evidence Use Only

VOUCHER TRACER

To: Commanding Officer, _____ Division _____ Date: _____

The records in the Property and Evidence Unit indicate that the evidence listed above in Section 1 was checked out to the above officer on (date) _____. As of this date, neither the item, nor a PD 5(A), have been returned to the Property and Evidence Unit.

If the item(s), or a PD 5(A) cannot be returned within (5) days after the receipt of this Voucher Tracer, it is requested that the officer submit a written explanation of the current status of the item(s) to the Officer in Charge, Property and Evidence Unit. This is necessary to maintain the integrity of the evidence handling procedure. Your assistance in this matter is appreciated.

Officer in Charge, Property and Evidence Unit